

OCCUPATIONAL OUTLOOK

ALAMEDA COUNTY 1997

A product of the California Cooperative Occupational Information System

Sponsored by:

Oakland Private Industry Council and Local Partners

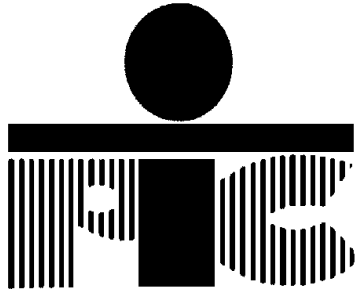
Alameda County Private Industry Council

State of California Employment Development Department

California Occupational Information Coordinating Committee

Alameda County Economic Development Alliance for Business (EDAB)

Published Document Cover Illustrated by: Tammie Kay Smith, Graphic Design Student at Chabot
College



OAKLAND PRIVATE INDUSTRY COUNCIL

ACKNOWLEDGEMENTS

The Oakland Private Industry Council expresses its gratitude to all the people who gave their time and expertise towards the publication of this report.

Our thanks go to over 250 Alameda County employers who contributed their time and information. These employers made this Outlook Report possible by answering questions on 23 different occupations.

We would also like to give special thanks to Ron Williams, Alameda County PIC Job Developer, for his assistance, and Tammie Kay Smith, Graphic Design Student at Chabot College, for her spirited work in drafting the cover for this report.

We appreciate the contributions of Tré Braun, CCOIS Site Analyst, for his guidance throughout this project. Nicholas Zibyock, CCOIS Program Manager, provided editorial review.

Kyle Hornstein
LMI Program Coordinator

TABLE OF CONTENTS

	Page
ABOUT THE CCOIS	1
Mission of the CCOIS	1
Project Coordinating Staff	1
Ordering Additional Publications	1
Your Opinion Counts	1
INTRODUCTION	2
Possible Uses For This Report	2
About the Program Methods	3
About the Occupational Summaries	5
OCCUPATIONAL SUMMARIES	
1. Automotive Mechanics	11
2. Carpenters	12
3. Construction Managers	13
4. Electricians	14
5. Film Editors	15
6. Food Service Managers	16
7. Helpers-Carpenters and Related	17
8. Home Health Care Workers	18
9. Hotel Desk Clerks	19
10. Human Service Workers	20
11. Loan Officers and Counselors	21
12. Local Area Network Managers	22
13. Maids and Housekeeping Cleaners	23
14. Management Analysts	24
15. Occupational Therapists	25
16. Opticians-Dispensing and Measuring	26
17. Paralegal Personnel	27
18. Payroll and Timekeeping Clerks	28
19. Property and Real Estate Managers and Administrators	29
20. Social Workers-Medical and Psychiatric	30
21. Systems Analysts-Electronic Data Processing	31
22. Underwriters	32
23. Waiters and Waitresses	33
THE CCOIS QUESTIONNAIRE	
37	
THE CCOIS USER SURVEY	41
OCCUPATIONS SURVEYED SINCE 1992	45
LIST OF TRAINING PROVIDERS	51

ABOUT THE CCOIS

The 1997 Alameda County Occupational Outlook Report is a product of the California Cooperative Occupational Information System (CCOIS), which has been active since 1986. Currently, 38 local agencies produce these reports. These reports contain information on occupations in 58 counties and all of California's labor force. No other source of occupational information offers the up-to-date local labor market focus that is found in this and other Occupational Outlook Reports.

Mission of the CCOIS

“To improve the match between employers' needs for skilled labor and the skills of the California workforce. This is accomplished by providing current localized occupational information that results in better labor decisions. These decisions are made by job seekers, employers, policy makers, legislators, training staff, students, educators, counselors, administrators and others who prepare people for, and help them to obtain work.”

Project Coordination Staff:

The project was coordinated by staff of the Oakland Private Industry Council: Kyle Hornstein, Deborah Gums and Toni McElroy.

For Additional Information or to Order Additional Publications, Contact:

Employment Development Department
Labor Market Information Division
7000 Franklin Blvd., Suite 1100
Sacramento, CA 95823-1820
(916) 262-2162

Our Internet Address is:

<http://www.calmis.cahwnet.gov>

Your Opinion Counts...

As a reader of the information contained in this report, your participation in completing the survey enclosed with this publication, is appreciated. Your response will help us ensure this publication continues to meet the needs of our customers. Thank You.

INTRODUCTION

The 1997 Occupational Outlook Report represents the sixth year of the Labor Market information Program in Alameda County. It is the objective of this report to inform both employers and job seekers of the current labor market trends in Alameda County.

Possible Uses For This Report:

Career Decisions: Career Counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information in this report is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand assessments and more.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Program Planning: This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Economic Development: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater, because their training programs are developed using reliable local occupational data.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

About the Program Methods

Occupation Selection

The following process was used to select the occupations to be included in this report. Initial criteria were identified by the Oakland Private Industry Council (OPIC) staff to narrow down the list of occupations to be surveyed. The criteria were:

- The occupation has a substantial employment base in the county;
- There was a substantial number of projected job openings in the county;
- The potential salary level was \$7.00/hr. or more. (Some exceptions are included in this report.)

A preliminary list of occupations was developed and reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, members of the Private Industry Council, employers and the Labor Market Information Division (LMID). With input from these organizations, occupations were dropped and others added until a final list of occupations was selected.

Title & Definition of Occupations

An occupation has a name or title and a definition of a job that identifies the various activities and functions of a worker. The method for classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS) or the Dictionary of Occupational Titles (DOT) developed by the U.S. Department of Labor. BLS uses the OES classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers. Examples of occupational titles : Automotive Mechanics, Medical Secretaries and Film Editors.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry title represents the economic activity in which a firm is engaged. Industries are classified according to the Standard Industrial Classification Manual. There are nine major industry classifications; some examples are agriculture, construction, manufacturing, and retail trade. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A Home Health Care worker would generally work for a firm classified in the health services category, whereas a Local Area Network Manager may be scattered across several industries—health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by Oakland PIC staff and employers were added and deleted, as appropriate, to obtain a sample of 40 employers.

Questionnaire Development

A standard questionnaire was developed by LMID and used for all occupations.

Survey Procedures

The following illustrates OPIC's survey procedures:

- Employers were called to verify company name and address verify the existence of the occupation at the company, obtain the name of a contact person, describe the study and encourage participation. Employers were eliminated at this point if they did not employ in that occupation.
- Employers willing to participate in the survey were encouraged to complete the questionnaire during the initial contact by phone. If that was not a convenient time, employers willing to complete the questionnaire were called back at a time designated and/or sent a survey by mail or fax.
- Employers not responding after five working days of mailing a questionnaire were again contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the survey by telephone.
- All surveys were reviewed by the coordinator to ensure accuracy and completeness. Employers were contacted if the answer (s) were unclear or conflicted with other answers or information obtained about the occupation.
- If a sufficient number of responses could not be obtained in a reasonable time in order to secure a finalized list of up to 40 employees, additional employers were added to the list based on knowledge of local firms, the firms listed in the Yellow Pages, or the firms listed with the Chamber of Commerce.

Tabulation & Results

The survey responses were entered into a data base and tabulations were produced. From those tabulations, the data was analyzed and the final Occupational summaries were prepared. Each occupational summary provides information on training and hiring requirements; size of the occupation; employment trends; supply/demand assessments; wages and fringe benefits; and other information. Specific employer identification is and will remain confidential.

About the Occupational Summaries

The following descriptions are provided to explain each section of the occupational summaries. Occupations are listed alphabetically by their title. The Occupational Employment Statistic (OES) Code and number of responding firms are provided at the beginning of each summary.

When reference is made to “all”, “almost all”, “most”, “many”, “some”, or “few”, the following definitions apply.

All Employers	100% of the survey respondents
Almost All	80% up to but not including 100% of survey respondents
Most	60% up to but not including 80% of survey respondents
Many	40% up to but not including 60% of survey respondents
Some	20% up to but not including 40% of survey respondents
Few	Less than 20%

DESCRIPTION

The titles and descriptions are based on the OES Dictionary published by the Bureau of Labor Statistics, May 1992, and by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition.

EMPLOYER ASSESSMENTS

Job Qualifications

The basic skills, knowledge, abilities and certification described in this section are primarily from LMID library reference material. Computer related skills are from the surveyed employers.

Education of Most Recent Hires

In this section, the report categorizes the level of formal education held of the most recent hires indicated by responding employers in the designated occupation.

Experience & Other Requirements

This part of the report reflects employers' requirements for previous work experience and the degree to which they accept training as a substitute for experience.

RECRUITMENT METHODS

Sources

This section lists the sources that employers most frequently utilize in their recruitment efforts.

Vacancies Filled over last 12 Months

Here, employers were asked to report the source of job openings in the occupation over the last year.

EMPLOYMENT TRENDS

Alameda County Occupational Forecast 1994-2001

The forecast tables represented in this section were prepared by EDD. The tables indicate the employment level, growth rating and job openings by occupation in Alameda County over a seven year period. Also included is the average growth rate for all occupations in the county.

Size

The term used to describe the employment level of a particular occupation refers to its estimated number of workers in the occupation. Occupational size in Alameda County is measured on the following scale:

Small	Less than 884
Medium	885 - 1768
Large	1769 - 3830
Very Large	More than 3830

Growth Rating

The standard terms used to describe the rate of growth for each occupation are as followed:

Much Faster than Average	=	1.50 x average or more
Faster than Average	=	1.10 to but not including 1.50 x average
Average	=	0.90 to but not including 1.10 x average
Slower than Average	=	Less than 0.90 x average

Job Openings

For each occupation, the job openings reported are a result of occupational growth.

Average Growth

The average growth rating for Alameda County illustrated for comparison to the occupational growth rating.

Employers' Forecast

In this section, employment levels in the occupation are assessed for the past year and for the next three years. Here, the employment levels are measured by decline, stability and growth.

Supply/Demand Assessments

The terms used in this section refer to the degree of difficulty employers experience when seeking fully experienced and qualified applicants, as well as inexperienced applicants (trained or untrained) who meet their hiring qualifications. The following terms illustrate the local supply and demand characteristics at the time of the survey:

Very Difficult	Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening arises.
Somewhat Difficult	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicant when an opening arises.
A Little Difficult	Supply is somewhat greater than the demand for qualified applicants when employers look to fill openings.
Not Difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

WAGES AND BENEFITS

Hourly Wages

The standard definition of wage data categories enables comparison of salary ranges across occupations. The ranges are based primarily on employer surveys and contracts with unions. Union wages are reported separately when union employment represents 20 percent or more of the surveyed employers. The wages reported are based on data collected from July 1997 through December 1997 and reflect the following categories:

Entry Level/No Experience	The wages of persons trained or untrained, but with no paid experience in the occupation.
Experienced/New to Firm	The starting wages paid to journey-level or experienced workers newly hired at the firm.
3 + Years Experience with firm	The wages generally paid to workers with at least three years journey-level experience at the firm.

Included in this section are the hourly work week and promotional opportunities.

Benefits

Employee benefits for both full time and part time workers are represented in this section by the categories listed on page 5.

OCCUPATIONAL SUMMARIES

AUTOMOTIVE MECHANICS

OES CODE: 853020

11 FIRMS RESPONDING

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. This occupation does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: stand continuously for 2 or more hours, implement safe work practices and use service manuals

Skills In: problem solving, electronics, computer analysis

Possession Of: valid driver's license, good DMV driving record and mechanical aptitude

EDUCATION OF MOST RECENT HIRES

1.. High School or Equivalent	Most
2. Some College, but no degree	Some

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	0%	0%	100%
Training as a Substitute for Work Experience	18%	55%	18%	9%

RECRUITMENT METHODS

Newspaper Ads & Employee Referrals	Most
In-House Promotion or Transfers	Many
Private School Referrals, Unsolicited and Public School or Program Referrals	Some
Private Employment Agencies, Employment Development Department (EDD), Union Hall Referrals and Other	Few

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving	Many
New Positions (Growth)	Some
Promotions & Temporary	Few

Employers report a total of 23 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Large (1994 emp.3160)
Growth Rating:	Average (11.1%)
Job Openings:	350
Average growth for all occupations in Alameda County:	12.3%

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	None	Most	Some
Employment level over next 3 years	None	Most	Some

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	0%	18%	45%	37%
Inexperienced	33%	0%	67%	0%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 7.00 - 10.00	\$ 8.50
Experienced/New to Firm	\$ 8.50 - 28.80	\$ 13.00
3 + Years Experience with firm	\$ 10.00 - 28.80	\$ 18.00

UNION

	Range	Median
Entry Level/No Experience	\$ 11.06 - 11.06	\$ 11.06
Experienced/New to Firm	\$ 11.87 - 22.58	\$ 15.65
3 + Years Experience with Firm	\$ 14.60 - 23.08	\$ 22.29

All employers report 40 hour work weeks. Few report part time positions averaging 16 hours per week.

Almost All employers provide promotional opportunities.

BENEFITS

	FT	PT
Medical Insurance & Paid Vacation	Almost All	None
Vision Insurance & Dental Insurance and Retirement Plan	Most	None
Life Insurance	Many	None
Paid Sick Leave	Some	None
Child Care	None	None

CARPENTERS
OES CODE: 871020
12 FIRMS RESPONDING

DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. This occupation does not include Cabinetmakers and Bench Carpenters.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: operate power hand tools, stand continuously for 2 or more hours, work independently, lift at least 50 lbs. repeatedly and perform strenuous, physically demanding work

Skills In: rough carpentry

Possession Of: reliable vehicle, auto insurance and agility and coordination

EDUCATION OF MOST RECENT HIRES

1.. High School or Equivalent All

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	9%	33%	58%
Training as a Substitute for Work Experience	25%	42%	25%	8%

RECRUITMENT METHODS

Union Hall Referrals	Many
Employee Referrals and EDD	Some
Newspaper Ads, Unsolicited and In-House Promotion or Transfers	Few
Private Employment Agencies, Public School or Program Referrals, Private School Referrals and Other	None

VACANCIES FILLED OVER LAST 12 MONTHS

New Positions (Growth)	Many
Employees Leaving and Temporary Promotions	Some
	Few

Employers report a total of 445 new positions this past year.

EMPLOYMENT TRENDS

**ALAMEDA COUNTY
OCCUPATIONAL FORECAST 1994-2001**

Size:	Large (1994 emp. 2970)
Growth Rating:	Average (11.8%)
Job Openings:	350
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	None	Many	Many
Employment level over next 3 years	Few	Most	Some

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	33%	8%	50%	9%
Inexperienced	40%	30%	20%	10%

WAGES/BENEFITS

UNION

	Range	Median
Entry Level/No Experience	\$ 9.45 - 20.50	\$ 16.78
Experienced/New to Firm	\$ 10.93 - 25.50	\$ 21.89
3 + Years Experience with Firm	\$ 22.00 - 28.80	\$ 24.93

*90% of the employers reported union wages. Non-Union wages are somewhat lower.

Almost All employers report 40 hour work weeks. Some have part time positions averaging 23 hours per week. Few have seasonal positions averaging 33 hours per week.

Most employers provide promotional opportunities.

BENEFITS

	FT	PT
Medical Insurance & Dental Insurance, Paid Vacation and Retirement Plan	Most	Few
Vision Insurance	Many	Few
Life Insurance	Many	None
Paid Sick leave	Some	Few
Child Care	None	None

CONSTRUCTION MANAGERS

OES CODE: 150170

6 FIRMS RESPONDING

DESCRIPTION

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. This occupation does not include general managers of large construction contracting firms.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: work independently, estimate costs and submit bids and follow purchasing procedures

Skills In: oral communication, report writing, word processing, spreadsheet and database

Understanding Of: construction terms and building codes

EDUCATION OF MOST RECENT HIRES

1.. High School or Equivalent	Some
2. Some College, but no degree	Many
3. Bachelor (4 Year) degree	Some

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	0%	0%	100%
Training as a Substitute for Work Experience	33%	50%	17%	0%

RECRUITMENT METHODS

In-House Promotion or Transfers	Most
Employee Referrals	Many
Newspaper Ads, Unsolicited and Private Employment Agencies	Some
Union Hall Referrals	Few
Public School or Program Referrals, Private School Referrals, EDD and Other	None

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving	Most
New Positions (Growth)	Some
Promotions	Few
Temporary	None

Employers report a total of 8 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Medium (1994 emp. 970)
Growth Rating:	Much Faster Than Average (33%)
Job Openings:	320
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	None	Most	Some
Employment level over next 3 years	None	Many	Many

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	33%	17%	17%	33%
Inexperienced	0%	33%	33%	34%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 14.38 - 16.50	\$ 15.44
Experienced/New to Firm	\$ 17.50 - 28.77	\$ 22.93
3 + Years Experience with Firm	\$ 19.50 - 35.96	\$ 27.69

All employers report 40 hour work weeks.

Most employers provide promotional opportunities.

BENEFITS

	FT
Medical, Dental and Vision Insurance, Paid Vacation and Retirement Plan	All
Paid Sick leave	Almost All
Life Insurance	Most
Child Care	None

ELECTRICIANS
OES CODE: 872020
8 FIRMS RESPONDING

DESCRIPTION

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. This occupation includes Protective Signal Installers and Repairers and Street Light Servicers.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: use hands, arms and fingers, implement safe work practices, work in cramped confined spaces, ability to stand continuously for 2 or more hours, climb ladders, ability to use reference materials (e.g. hand books) and read and follow instructions.

Skills In: fiber optics

Understanding Of: electrical technology

Possession Of: good vision

EDUCATION OF MOST RECENT HIRES

1.. High School or Equivalent All

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	0%	63%	37%
Training as a Substitute for Work Experience	13%	63%	0%	25%

RECRUITMENT METHODS

Newspaper Ads & Employee Referrals	Most
Unsolicited, Private School Referrals, EDD and Union Hall Referrals	Some
Private Employment Agencies, In-House Promotion or Transfers and Public School or Program Referrals	Few
Other	None

VACANCIES FILLED OVER LAST 12 MONTHS

New Positions (Growth)	Many
Temporary	Some
Employees Leaving	Few
Promotions	None

Employers report a total of 92 new positions this past year.

EMPLOYMENT TRENDS

**ALAMEDA COUNTY
OCCUPATIONAL FORECAST 1994-2001**

Size:	Large (1994 emp. 2210)
Growth Rating:	Slower Than Average (9.5%)
Job Openings:	210
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Some	Most
Employment level over next 3 years	None	Most	Some

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	25%	13%	13%	49%
Inexperienced	50%	0%	50%	0%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 8.00 - 10.50	\$ 10.00
Experienced/New to Firm	\$ 13.00 - 20.00	\$ 17.00
3 + Years Experience with firm	\$ 17.00 - 25.00	\$ 23.00

UNION

	Range	Median
Experienced/New to Firm	\$ 25.40 - 30.74	\$ 29.75
3 + Years Experience with Firm	\$ 25.40 - 35.00	\$ 31.67

50% of the employers report union wages. None of the Union Employers hire inexperienced workers.

All employers report 40 hour work weeks.

Most employers provide promotional opportunities.

BENEFITS

	FT
Medical & Dental Insurance	All
Vision Insurance & Retirement Plan	Most
Life Insurance & Paid Vacation	Many
Paid Sick Leave	Some
Child Care	None

FILM EDITORS
OES CODE: 340320
8 FIRMS RESPONDING

DESCRIPTION

Film editors edit motion picture film and sound tracks.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Skills In: word processing, desktop publishing, Unix, web publishing, digital video processing

Understanding Of: computer systems, color theory and correction and computer editing systems

EDUCATION OF MOST RECENT HIRES

1.. High School or Equivalent	Few
2. Some College, but no degree	Few
3. Bachelor (4 Year) degree	Most

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	25%	25%	50%
Training as a Substitute for Work Experience	25%	63%	12%	0%

RECRUITMENT METHODS

Other (Trade Journals, Web Sites)	Most
Employee Referrals	Some
Newspaper Ads, Unsolicited, In-House Promotion or Transfers and Union Hall Referrals	Few
Private Employment Agencies, Public School or Program Referrals, Private School Referrals and EDD	None

VACANCIES FILLED OVER LAST 12 MONTHS

New Positions (Growth)	Many
Temporary	Some
Employees Leaving	Few
Promotions	None

Employers report a total of 6 new positions this past year.

EMPLOYMENT TRENDS

**ALAMEDA COUNTY
OCCUPATIONAL FORECAST 1994-2001**

Size:	Data Unavailable
Growth Rating:	Data Unavailable
Job Openings:	Data Unavailable
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Many	Some
Employment level over next 3 years	None	Some	Most

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	24%	38%	0%	38%
Inexperienced	25%	25%	13%	37%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 8.00 - 11.51	\$ 9.75
Experienced/New to Firm	\$ 9.00 - 31.25	\$ 14.21
3 + Years Experience with firm	\$ 9.00 - 37.50	\$ 17.00

UNION

	Range	Median
Entry Level/No Experience	\$ 10.00 - 31.25	\$ 20.63
Experienced/New to Firm	\$ 12.00 - 75.00	\$ 43.50
3 + Years Experience with Firm	\$ 15.00 - 93.75	\$ 54.38

Most employers report 40 hour work weeks. Many report temporary positions averaging 17 hours per week. Some report part time positions averaging 38 hours per week.

Many employers do **not** provide promotional opportunities.

BENEFITS

	FT	PT
Medical Insurance & Paid Vacation	All	None
Paid Sick Leave	Many	None
Dental Insurance & Retirement Plan	Some	None
Life & Vision Insurance and Child Care	None	None

FOOD SERVICE MANAGERS

OES CODE: 150261

17 FIRMS RESPONDING

DESCRIPTION

Food Service Managers plan, organize, direct, control or coordinate activities of an organization or department that serves food and/or beverages. This occupation includes Food and Beverage Directors.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: work nights, weekends and holidays, do shift work, work under pressure, manage an activity or department, plan and organize the work of others, motivate others, read and follow instructions, manage a multicultural workforce, stand continuously for 2 or more hours and work independently

Skills In: oral communication, personal cleanliness, customer service, public contact, record keeping and problem solving

EDUCATION OF MOST RECENT HIRES

1.. High School or Equivalent	Most
2. College but no Degree	Few
3. Bachelor (4 Year) Degree	Some

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	6%	29%	6%	59%
Training as a Substitute for Work Experience	41%	41%	6%	12%

RECRUITMENT METHODS

Employee Referrals	Almost All
Newspaper Ads	Most
In-House Promotion or Transfers and Other	Some
Private Employment Agencies, Public School or Program Referrals, Private School Referrals and Employment Development Department	Few
Unsolicited and Union Hall Referrals	None

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving and New Positions (Growth)	Most
Promotions and Temporary	None

Employers report a total of 15 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Medium (1994 emp. 950)
Growth Rating:	Much Faster Than Average (35.8%)
Job Openings:	340
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	None	Most	Some
Employment level over next 3 years	None	Some	Most

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	18%	0%	65%	17%
Inexperienced	47%	6%	47%	0%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 5.15 - 13.90	\$ 9.75
Experienced/New to Firm	\$ 5.50 - 26.85	\$ 13.43
3 + Years Experience with firm	\$ 7.00 - 30.69	\$ 15.34

UNION

	Range	Median
Entry Level/No Experience	\$ 9.59 - 9.59	\$ 9.59
Experienced/New to Firm	\$ 9.21 - 19.18	\$ 12.29
3 + Years Experience with Firm	\$ 9.59 - 21.58	\$13.59

Almost All employers report 40 hour work weeks.

Most employers provide promotional opportunities.

BENEFITS

	FT
Medical Insurance	All
Paid Vacation	Almost All
Dental & Life Insurance and Paid Sick Leave	Most
Vision Insurance and Retirement Plan	Many
Child Care	Few

HELPERS- CARPENTERS AND RELATED

OES CODE: 983120

9 FIRMS RESPONDING

DESCRIPTION

Carpenters' Helpers and Related Workers help Carpenters or carpentry related craft workers by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. This occupation does not include apprentice workers or construction or maintenance laborers who do not primarily assist Carpenters or carpentry related craft workers.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: implement safe work practices, tolerate noise and dust, follow oral instructions, work independently, use and read a tape measure, use hand tools, read and follow instructions and lift at least 50 lbs. repeatedly

EDUCATION OF MOST RECENT HIRES

1.. High School or Equivalent All

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	11%	33%	33%	23%
Training as a Substitute for Work Experience	33%	44%	11%	11%

RECRUITMENT METHODS

Employee Referrals	Most
Unsolicited, In-House Promotion or Transfers and EDD	Some
Newspaper Ads Union Hall Referrals	Few
Private School Referrals, Private Employment Agencies, Public School or Program Referrals and Other	None

VACANCIES FILLED OVER LAST 12 MONTHS

Temporary	Most
New Positions (Growth), Employees Leaving and Promotions	Few

Employers report a total of 18 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size: Small (1994 emp. 520)
Growth Rating: Much Faster Than Average 23.1%
Job Openings: 120
Average growth for all occupations in Alameda County: 12.3%

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Most	Few
Employment level over next 3 years	None	Many	Many

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	22%	11%	44%	23%
Inexperienced	44%	22%	22%	12%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 7.00 - 8.00	\$ 8.00
Experienced/New to Firm	\$ 8.00 - 18.00	\$ 10.00
3 + Years Experience with firm	\$ 10.00 - 25.00	\$ 15.00

UNION

	Range	Median
Entry Level/No Experience	\$ 8.00 - 9.59	\$ 9.29
Experienced/New to Firm	\$ 9.00 - 28.00	\$ 14.86
3 + Years Experience with Firm	\$ 15.00 - 39.00	\$ 21.10

44% of the employers report union wages

Almost All employers report 35-40 hour work weeks. Few report part time positions averaging 33 hours per week, as well as temporary positions averaging 32 hour per week.

Many employers provide promotional opportunities.

BENEFITS

	FT	PT
Medical Insurance	All	None
Life Insurance &	Most	None
Dental Insurance	Many	None
Vision Insurance, Paid Vacation and Retirement Plan	Some	None
Child Care & Paid Sick Leave	None	None

HOME HEALTH CARE WORKERS

OES CODE: 660110

9 FIRMS RESPONDING

DESCRIPTION

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. This occupation includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: be reliable and honest, show patience and understanding, care for elderly persons, take vital signs, work independently, read labels and instructions, apply common sense, deal effectively with difficult individuals, handle crisis situations and read and follow instruction

Skills In: word processing, oral communication, listening

EDUCATION OF MOST RECENT HIRES

1. Less Than High School	Few
2.. High School or Equivalent	Almost All
3. Some College, but no degree	Few
4. Associate (2 Year) degree	Few

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	0%	44%	56%
Training as a Substitute for Work Experience	33%	44%	23%	0%

RECRUITMENT METHODS

Employee Referrals and Newspaper Ads	Most
In-House Promotions or Transfers and EDD	Many
Public School or Program Referrals and Unsolicited	Some
Other	Few
Union Hall Referrals, Private School Referrals, Private Employment Agencies	None

VACANCIES FILLED OVER LAST 12 MONTHS

New Positions (Growth)	Many
Employees Leaving	Some
Promotions and Temporary	Few
Employers report a total of 78 new positions this past year.	

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Medium (1994 emp. 920)
Growth Rating:	Much Faster Than Average 32.6%)
Job Openings:	300
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Some	Some	Many
Employment level over next 3 years	None	Some	Most

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	11%	0%	56%	33%
Inexperienced	20%	0%	80%	0%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 5.50 - 8.50	\$ 7.25
Experienced/New to Firm	\$ 6.50 - 14.50	\$ 8.50
3 + Years Experience with firm	\$ 7.00 - 18.00	\$ 10.00

Almost All employers report 40 hour work weeks. Most report temporary positions averaging 20 hours per week. Some report part time positions averaging 20 hours per week.

Many employers provide promotional opportunities.

BENEFITS

	FT	PT
Medical Insurance	All	Most
Dental & Vision Insurance	Almost All	Most
Paid Sick Leave & Vacation	Most	Most
Life Insurance	Most	Many
Retirement Plan	Many	Some
Child Care	None	None

HOTEL DESK CLERKS

OES CODE: 538080

15 FIRMS RESPONDING

DESCRIPTION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability to: read and follow instructions, work nights, weekends and holidays, stand continuously for 2 or more hours, handle crisis situations, work under pressure and independently

Skills in: word processing, database, oral communication, customer service, public contact, grooming, cash handling and basic math

EDUCATION OF MOST RECENT HIRES

Less than High School	Few
High School or equivalent	Most
Some College but no degree	Some

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	7%	80%	13%	0%
Training as a Substitute for Work Experience	7%	53%	13%	27%

RECRUITMENT METHODS

Newspaper Ads	Almost All
Employee Referrals	Many
In-House Promotions or Transfers	Many
Unsolicited, Public School or Program Referrals, Private Schools, Employment Development Dept. and Other	Some

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving	Most
Promotions and New Positions (Growth)	Some
Temporary	Few

Employers report 55 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Small (1994 emp. 350)
Growth Rating:	Faster Than Average (14.3%)
Job Openings:	50
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	None	Most	Many
Employment level over next 3 years	None	Many	Many

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	7%	7%	40%	47%
Inexperienced	27%	13%	33%	27%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 5.00 - 8.54	\$ 7.00
Experienced/New to Firm	\$ 6.00 - 10.00	\$ 8.00
3 + Years Experience with firm	\$ 8.00 - 15.00	\$ 9.54

Most employers report 40 hour work weeks. Many also have part time positions averaging 23 hours.

Almost all employers report promotional opportunities.

BENEFITS

	FT	PT
Medical Insurance and Paid Vacation	Almost All	Few
Dental Insurance and Paid Sick Leave	Most	Few
Life Insurance	Most	None
Vision Insurance	Some	None
Retirement Plan	Few	None
Child Care	None	None

HUMAN SERVICE WORKERS

OES CODE: 273080

15 FIRMS RESPONDING

DESCRIPTION

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. This occupation does not include Registered Counselors and Psychiatric Technicians.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: read and follow directions, think logically, write effectively and work independently

Skills In: word processing, problem solving and oral communication

Knowledge of: Information and referral resources and the differences in a variety of cultures

EDUCATION OF MOST RECENT HIRES

1. High School or equivalent	Few
2. Some College but no degree	Few
3. Bachelor (4 year) degree	Most
4. Graduate Study	Few

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	7%	33%	60%
Training as a Substitute for Work Experience	13%	60%	20%	7%

RECRUITMENT METHODS

Newspaper Ads	All
Employee Referrals	Most
In-House Promotions or Transfers and Other	Many
Unsolicited, Public School or Program Referrals, Private Schools and EDD	Some
Private Employment Agencies	Few

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving	Many
Promotions and New Positions (Growth)	Some
Temporary	Few
Employers report a total of 56 new positions this past year.	

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Small (1994 emp. 500)
Growth Rating:	Much Faster Than Average (34%)
Job Openings:	170
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	None	Most	Some
Employment level over next 3 years	None	Some	Most

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	13%	40%	33%	14%
Inexperienced	33%	20%	40%	7%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 7.50 - 14.27	\$ 11.43
Experienced/New to Firm	\$ 8.75 - 16.06	\$ 13.19
3 + Years Experience with firm	\$ 10.00 - 20.00	\$ 15.00

Almost all employers report 40 hour work weeks. Some have part time positions averaging 26 hours per week. Few have temporary or on-call positions averaging 15 hours per week.

Almost all employers report promotional opportunities.

BENEFITS

	FT	PT
Medical and Dental Insurance	Almost All	Some
Paid Sick Leave and Paid Vacation	Almost All	Many
Vision and Life Insurance	Most	Some
Retirement Plan	Many	Some
Child Care	Few	None

LOAN OFFICERS AND COUNSELORS

OES CODE: 211080

11 FIRMS RESPONDING

DESCRIPTION

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. This occupation may include Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: work independently, apply sales techniques, think logically and read and follow instructions

Skills In: word processing, spreadsheet, public contact, customer service and problem solving

EDUCATION OF MOST RECENT HIRES

1.. High School or Equivalent	Some
2. Some College, but no degree	Some
3. Bachelor (4 Year) degree	Many

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	9%	18%	73%
Training as a Substitute for Work Experience	55%	36%	0%	9%

RECRUITMENT METHODS

Newspaper Ads	All
Employee Referrals	Almost All
In-House Promotions or Transfers	Most
Private Employment Agencies	Many
Private School Referrals, Unsolicited and EDD	Some
Public School or Program Referrals	Few
Union Hall Referrals and Other	None

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving	Many
New Positions (Growth) & Promotions	Some
Temporary	None

Employers report a total of 30 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Small (1994 emp.720)
Growth Rating:	Slower Than Average (4.2%)
Job Openings:	30
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Many	Many
Employment level over next 3 years	None	Few	Almost All

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	9%	9%	55%	27%
Inexperienced	0%	20%	40%	40%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 7.19 - 17.26	\$ 10.55
Experienced/New to Firm	\$ 9.38 - 20.19	\$ 16.11
3 + Years Experience with firm	\$ 11.93 - 37.85	\$ 17.64

Almost All employers report 40 hour work weeks. Some report part time positions averaging 18 hours per week.

Almost All employers provide promotional opportunities.

BENEFITS

	FT	PT
Medical & Dental Insurance	All	Some
Vision Insurance, Paid Sick Leave & Vacation and Retirement Plan	Almost All	Some
Life Insurance	Most	Few
Child Care	None	None

LOCAL AREA NETWORK MANAGERS

NON-OES CODE: 031262998

7 FIRMS RESPONDING

DESCRIPTION

Local Area Network (LAN) Managers determine how to integrate a department's specific needs into the overall system, maintaining the internal network of PCs, workstations, printers, scanners, and databases. They direct the firm's computer environment, including computer hardware systems, software, applications software, and all configurations. They may make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They also monitor data communications networks to ensure that networks are available to all systems users and resolve data communications problems.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Skills In: word processing, spreadsheet, database, desktop publishing, Net administration, network security and maintenance

Knowledge Of: Unix, TCP/IP, LAN software and Windows 95

EDUCATION OF MOST RECENT HIRES

Bachelor (4 Year) degree All

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	14%	0%	86%
Training as a Substitute for Work Experience	57%	43%	0%	0%

RECRUITMENT METHODS

Newspaper Ads & In-House Promotions or Transfers	Most
Employee Referrals and EDD	Many
Private Employment Agencies, Public School or Program Referrals, Private School Referrals and Other	Some
Unsolicited and Union Hall Referrals	Few

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving	Some
New Positions (Growth) & Promotions	Some
Temporary	None

Employers report a total of 78 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Data Unavailable
Growth Rating:	Data Unavailable
Job Openings:	Data Unavailable
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	None	Many	Many
Employment level over next 3 years	None	Many	Many

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	14%	0%	57%	29%
Inexperienced	50%	25%	25%	0%

WAGES/BENEFITS

WAGES

	Range	Median
Experienced/New to Firm	\$ 13.17 - 38.36	\$ 23.97
3 + Years Experience with firm	\$ 16.33 - 43.15	\$ 27.33

None of the employers hire inexperienced workers.

All employers report an average 39 hour work week.

Many employers provide promotional opportunities.

BENEFITS

	FT
Medical & Dental Insurance,	All
Paid Vacation and Retirement Plan	
Paid Sick Leave	Almost All
Vision & Life Insurance	Most
Child Care	None

MAIDS AND HOUSEKEEPING CLEANERS

OES CODE: 670020

16 FIRMS RESPONDING

DESCRIPTION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: Follow oral instructions, stand for prolonged periods and work independently

EDUCATION OF MOST RECENT HIRES

1. Less than High School	Few
2. High School or equivalent	Almost All
3. Some College but no degree	Few

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	6%	50%	25%	19%
Training as a Substitute for Work Experience	13%	69%	13%	6%

RECRUITMENT METHODS

Employee Referrals	Almost All
Newspaper Ads and EDD	Many
Private Employment Agencies, Unsolicited, In-House Promotions or Transfers, Public School or Program Referrals and Private Schools	Some
Union Halls and Other	Few

VACANCIES FILLED OVER LAST 12 MONTHS

New Positions (Growth), Promotions and Employees Leaving	Some
Temporary	None

Employers report a total of 60 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY

OCCUPATIONAL FORECAST 1994-2001

Size:	Large (1994 emp. 2850)
Growth Rating:	Slower Than Average (8.4%)
Job Openings:	240
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Many	Many
Employment Level over next 3 years	None	Most	Some

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	56%	19%	25%	0%
Inexperienced	63%	13%	25%	0%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 5.25 - 11.00	\$ 6.13
Experienced/New to Firm	\$ 6.00 - 11.00	\$ 7.00
3 + Years Experience with firm	\$ 6.50 - 14.00	\$ 10.00

UNION

	Range	Median
Entry Level/No Experience	\$ 6.00 - 12.63	\$ 10.22
Experienced/New to Firm	\$ 6.80 - 13.18	\$ 11.78
3 + Years Experience with firm	\$ 7.40 - 14.33	\$ 13.63

50% of the firms report union employees.

Almost all employers report 40 hour work weeks as well as part time positions averaging 25 hours per week. Few had temporary and seasonal positions averaging 28 and 30 hours per week respectively.

Most employers report promotional opportunities.

BENEFITS

	FT	PT
Medical and Dental Insurance, Paid Sick Leave and Paid Vacation	Almost All	Some
Vision and Life Insurance and Retirement Plan	Most	Some
Child Care	Few	None

MANAGEMENT ANALYSTS

OES CODE: 219050

12 FIRMS RESPONDING

DESCRIPTION

Management Analysts review, analyze, and suggest improvements to business and organizational systems to assist management in operating with greater efficiency and effectiveness. They conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals. This occupation does not include Computer Systems Analysts.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: work independently, be self motivated and disciplined, get along with others, and creatively develop solutions

Skills In: spreadsheet, word processing, database, presentation and oral & written communication

EDUCATION OF MOST RECENT HIRES

1.. High School or Equivalent	Few
2.. Bachelor (4 Year) Degree	Many
3. Graduate Study	Some

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	8%	8%	17%	67%
Training as a Substitute for Work Experience	50%	50%	0%	0%

RECRUITMENT METHODS

Newspaper Ads	Almost All
Employee Referrals	Most
Private Employment Agencies & Other	Many
In-House Promotions or Transfers, Public School or Program Referrals, Private School Referrals, Internet Hotline and EDD	Some
Unsolicited	Few

VACANCIES FILLED OVER LAST 12 MONTHS

New Positions (Growth)	Many
Employees Leaving	Some
Promotions and Temporary	Few

Employers report a total of 31 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Small (1994 emp. 470)
Growth Rating:	Much Faster Than Average (23.4%)
Job Openings:	110
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	None	Few	Almost All
Employment level over next 3 years	Few	Some	Many

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	8%	42%	42%	8%
Inexperienced	60%	10%	20%	10%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 5.75 - 14.38	\$ 14.38
Experienced/New to Firm	\$ 7.50 - 71.92	\$ 19.59
3 + Years Experience with firm	\$10.00 - 81.51	\$ 27.91

All Employers report 40 hour work weeks. Some have part time positions averaging 29 hours per week.

Most employers provide promotional opportunities.

BENEFITS

	FT	PT
Medical Insurance & Paid Vacation	Almost All	Few
Dental Insurance	Almost All	Some
Life Insurance & Paid Sick	Most	
Sick Leave		
Vision Insurance & Retirement Plan	Many	Few
Child Care	None	Few

OCCUPATIONAL THERAPISTS

OES CODE: 323050

15 FIRMS RESPONDING

DESCRIPTION

Occupational Therapists plan, organize, and participate in a medically oriented occupational program in hospitals or similar institutions to rehabilitate patients who are physically or mentally ill.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: relate to patients, work as part of a team, work independently, read and follow instructions, exercise patience, conduct training programs and be empathetic and adaptable

Skills In: oral communication, word processing and spreadsheet

Registration In: Occupational Therapy and the American Occupational Therapy Association

EDUCATION OF MOST RECENT HIRES

1.. Bachelor (4 Year) degree	Almost All
2. Graduate Study	Few

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	20%	40%	40%
Training as a Substitute for Work Experience	20%	73%	0%	7%

RECRUITMENT METHODS

Employee Referrals & Newspaper Ads	Almost All
In-House Promotions or Transfers	Many
Public Schools or Program Referrals	Some
and Employment Development Dept.	
Private Employment Agencies,	Few
Unsolicited, Private School Referrals,	
Union Halls and Other	

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving and Temporary	Many
Promotions and New Positions (Growth)	Few

Employers report a total of 18 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Small (1994 emp. 190)
Growth Rating:	Much Faster Than Average (31.6%)
Job Openings:	60
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Most	Few
Employment level over next 3 years	Few	Many	Some

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	27%	27%	40%	6%
Inexperienced	43%	29%	21%	7%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 10.00 - 40.00	\$ 20.00
Experienced/New to Firm	\$ 9.24 - 60.00	\$ 21.58
3 + Years Experience with firm	\$ 10.79 - 65.00	\$ 23.01

Almost all employers report 40 hour work weeks. Many have part time positions averaging 22 hours per week. Some have temporary positions averaging 9 hours per week.

Many employers provide promotional opportunities.

BENEFITS

	FT	PT
Medical Insurance and Paid vacation	All	Some
Dental Insurance, Paid Sick Leave and retirement Plan	Almost All	Some
Vision & Life Insurance	Most	Some
Child Care	Few	None

OPTICIANS - DISPENSING AND MEASURING

OES CODE: 325140

18 FIRMS RESPONDING

DESCRIPTION

Opticians design, measure, fit and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames. This occupation includes Contact Lens Opticians.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: Accurately record and report information, exercise patience, read and follow instructions and suggest frames to fit customers' facial features

Skills In: word processing, public contact, oral communication, grooming and eye-hand coordination

EDUCATION OF MOST RECENT HIRES

- | | |
|---|--------|
| 1. High School or equivalent | Almost |
| 2. Some College, but no degree | Few |
| 3. Associate (2 Year) Degree, Bachelor (4 Year) Degree & Graduate Study | Few |

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	44%	39%	17%
Training as a Substitute for Work Experience	17%	61%	11%	11%

RECRUITMENT METHODS

Employee Referrals & Newspaper Ads	Most
Public Schools or Program Referrals, Unsolicited Applicants, In-House Promotions or Transfers, Private School Referrals and EDD	Some
Private Employment Agencies, Union Halls and Other	Few

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving	Almost All
Promotions, New Positions (Growth) and Temporary	Few

Employers report a total of 62 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Small (1994 emp. 340)
Growth Rating:	Slower Than Average (8.8%)
Job Openings:	30
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Most	Some
Employment level over next 3 years	None	Some	Most

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	17%	6%	33%	44%
Inexperienced	35%	12%	41%	12%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 6.00 - 10.11	\$ 7.00
Experienced/New to Firm	\$ 7.00 - 12.00	\$ 10.00
3 + Years Experience with firm	\$10.00 - 17.26	\$ 12.50

Almost all employers report 40 hour work weeks. Most have part time positions averaging 22 hours per week. Few also have temporary and seasonal positions averaging 8 and 40 hours per week respectively.

Most employers report promotional opportunities.

BENEFITS

	FT	PT
Medical Insurance & Paid Vacation	Almost All	Few
Vision Insurance & Paid Sick Leave	Most	Few
Dental Insurance	Many	Few
Retirement Plan	Some	
Life Insurance	Some	None
Child Care	None	None

PARALEGAL PERSONNEL

OES CODE: 283050

15 FIRMS RESPONDING

DESCRIPTION

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: Meet deadlines, pay attention to detail, write effectively, work as part of a team, work under pressure, read and follow instructions, use good business English, work independently and read and comprehend information quickly

Skills In: word processing, database, English grammar, spelling and punctuation, oral communication skills, analytical thinking and organizational skills

EDUCATION OF MOST RECENT HIRES

- | | |
|-------------------------------|------------|
| 1. Bachelor (4 year) degree | Almost All |
| 2. Some College but no degree | Few |

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	27%	33%	40%
Training as a Substitute for Work Experience	13%	67%	13%	7%

RECRUITMENT METHODS

Newspaper Ads	Most
Employee Referrals, Private Employment Agencies and In-House Promotions or Transfers,	Many
Public Schools or Program Referrals and Private Schools	Some
EDD, Union halls and Other	None

VACANCIES FILLED ONER LAST 12 MONTHS

Employees Leaving	Most
New Positions (Growth), Temporary Positions and Promotions	Few

Employers report a total of 36 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Small (1994 emp. 380)
Growth Rating:	Faster Than Average (21.1%)
Job Openings:	80
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Some	Many	Some
Employment level over next 3 years	Few	Most	Some

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	47%	20%	27%	6%
Inexperienced	29%	36%	14%	21%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 10.89 - 15.24	\$ 12.28
Experienced/New to Firm	\$ 10.00 - 20.52	\$ 15.00
3 + Years Experience with firm	\$ 12.44 - 22.71	\$ 19.18

Almost all employers report an average 38 hour work week. Few have part time positions averaging 25 hours per week as well as seasonal positions averaging 40 hours per week.

Most employers do **not** offer promotional opportunities.

BENEFITS

	FT
Medical, Dental, and Life Insurance, Paid Vacation and Sick Leave and Retirement Plan	Almost All
Vision Insurance	Many
Child Care	None

PAYROLL AND TIMEKEEPING CLERKS

OES CODE: 553410

15 FIRMS RESPONDING

DESCRIPTION

Payroll and Timekeeping Clerks compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from timesheets and work tickets using a calculator. They operate posting machines to compute and subtract deductions. They enter net wages on earnings record cards, check stubs, and payroll sheets.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: read and follow instructions, perform detailed clerical work and write legibly

Skills In: word processing, spreadsheet, database, basic math, payroll processing, data entry and record keeping

EDUCATION OF MOST RECENT HIRES

1. High School or Equivalent	Many
2. Some College, but no degree	Some
3. Bachelor (4 Year) degree	Some

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	7%	27%	20%	47%
Training as a Substitute for Work Experience	0%	87%	13%	0%

RECRUITMENT METHODS

Newspaper Ads	Almost All
Employee Referrals, Unsolicited and In-House Promotion or Transfer	Some
Private Employment Agencies, Public School or Program Referrals, Private School Referrals, EDD, Union Halls and Other	Few

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving	Almost All
New Positions (Growth)	Few
Promotions and Temporary	None

Employers report a total of 7 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Medium (1994 emp. 940)
Growth Rating:	Slower Than Average (2.1%)
Job Openings:	20
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Almost All	Few
Employment level over next 3 years	None	Almost All	Some

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	27%	33%	40%	0%
Inexperienced	38%	31%	15%	15%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 6.00 - 12.50	\$ 9.00
Experienced/New to Firm	\$ 7.00 - 18.22	\$ 12.00
3 + Years Experience with firm	\$ 8.00 - 21.58	\$ 15.00

Almost all employers report 40 hour work weeks.

Most employers report promotional opportunities.

BENEFITS

	FT
Medical & Dental Insurance, Paid Sick Leave and Vacation	Almost All
Vision Insurance	Most
Life Insurance	Most
Retirement Plan	Many
Child Care	Few

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

OES CODE: 150110

16 FIRMS RESPONDING

DESCRIPTION

Property and Real Estate Managers and Administrators plan, organize, direct, control, or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings, or land (including rights-of-way). This occupation does not include workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: Work independently, read and follow instructions, maintain financial records, write legibly and handle credit and collections

Skills In: word processing, spreadsheet, database, bookkeeping public contact, problem solving and oral communication

EDUCATION OF MOST RECENT HIRES

1. High School or Equivalent	Few
2. Some College, but no degree	Some
3. Bachelor (4 Year) degree	Most

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	6%	19%	19%	56%
Training as a Substitute for Work Experience	30%	38%	13%	19%

RECRUITMENT METHODS

Newspaper Ads, In-House Promotions or Transfers and Employee Referrals	Many
Private Employment Agencies and Other Unsolicited, Private Schools, EDD, Union Halls and Public Schools or Program Referrals	Some Few

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving	Many
New Positions (Growth) & Promotions	Some
Temporary	None

Employers report a total of 13 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Medium (1994 emp. 890)
Growth Rating:	Average (11.2%)
Job Openings:	100
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Most	Few
Employment level over next 3 years	Few	Most	Some

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	25%	0%	31%	44%
Inexperienced	45%	9%	19%	27%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 4.89 - 12.00	\$ 6.88
Experienced/New to Firm	\$ 6.90 - 47.95	\$ 14.69
3 + Years Experience with firm	\$ 7.48 - 62.33	\$ 18.59

Almost all employers report 40 hour work weeks.

Most employers do **not** provide promotional opportunities.

BENEFITS

	FT
Medical Insurance, Paid Vacation and Sick leave	Almost All
Dental Insurance	Most
Life Insurance	Many
Retirement Plan	Many
Vision Insurance	Some
Child Care	None

SOCIAL WORKERS-MEDICAL AND PSYCHIATRIC**OES CODE: 273020****15 FIRMS RESPONDING****DESCRIPTION**

Medical and psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. This occupation includes Chemical Dependency Counselors.

EMPLOYER ASSESSMENTS**JOB QUALIFICATIONS**

Ability To: handle crisis situations, work independently and treat substance abuse

Skills In: oral communication and word processing

EDUCATION OF MOST RECENT HIRES

1. Some College, but no degree	Few
2.. Bachelor (4 Year) degree	Few
3. Graduate Study	Most

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	6%	27%	67%
Training as a Substitute for Work Experience	27%	67%	6%	0%

RECRUITMENT METHODS

Newspaper Ads	Almost All
Employee Referrals	Most
In-House Promotion or Transfer	Many
Public Schools or Program Referrals,	Some
Private School Referrals and	
Employment Development Dept.	
Unsolicited and Union Hall Referrals	Few
Private Employment Agencies	None

VACANCIES FILLED OVER LAST 12 MONTHS

Employees Leaving and New Positions (Growth)	Many
Promotions and Temporary	Few

Employers report a total of 67 new positions this past year.

EMPLOYMENT TRENDS
**ALAMEDA COUNTY
OCCUPATIONAL FORECAST 1994-2001**

Size:	Small (1994 emp. 870)
Growth Rating:	Faster Than Average (13.8%)
Job Openings:	120
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Many	Many
Employment level over next 3 years	Few	Some	Most

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	7%	47%	33%	13%
Inexperienced	56%	22%	22%	0%

WAGES/BENEFITS**WAGES**

	Range	Median
Entry Level/No Experience	\$ 9.46 - 30.00	\$ 11.51
Experienced/New to Firm	\$ 11.51 - 35.00	\$ 14.70
3 + Years Experience with firm	\$ 11.99 - 37.50	\$ 16.62

UNION

	Range	Median
Entry Level/No Experience	\$ 13.78 - 17.12	\$ 15.45
Experienced/New to Firm	\$ 14.50 - 20.64	\$ 17.12
3 + Years Experience with Firm	\$ 15.75 - 22.35	\$ 18.16

Almost all employers report 40 hour work weeks. Most have part time positions averaging 20 hours per week. Some have temporary positions averaging 14 hours per week.

Almost All employers provide promotional opportunities.

BENEFITS

	FT	PT
Medical & Dental Insurance and Paid Vacation	All	Most
Paid Sick Leave	Almost All	Most
Life Insurance and Retirement Plan	Most	Many
Vision Insurance	Many	Many
Child Care	Few	None

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING

OES CODE: 251020

11 FIRMS RESPONDING

DESCRIPTION

Systems Analysts - Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. This occupation does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: write, edit, and debug computer programs, make decisions, interpret data, work independently and read and follow instructions

Skills In: word processing, spreadsheet, database, Unix, problem solving and interpersonal relations

EDUCATION OF MOST RECENT HIRES

1.. High School or Equivalent	Few
2. Associate (2 Year) degree	Many
3. Bachelor (4 Year) degree	Many

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	0%	9%	91%
Training as a Substitute for Work Experience	64%	36%	0%	0%

RECRUITMENT METHODS

Newspaper Ads	Almost All
In-House Promotions or Transfers	Most
Employee Referrals	Many
Private Employment Agencies, EDD and Other	Some
Private School Referrals, Unsolicited, Public School or Program Referrals and Union Hall Referrals	Few

VACANCIES FILLED OVER LAST 12 MONTHS

Temporary	Many
Promotions & New Positions (Growth)	Some
Employees Leaving	None

Employers report a total of 10 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Medium (1994 emp1680)
Growth Rating:	Much Faster Than Average (63.1%)
Job Openings:	1060
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	Few	Most	Some
Employment level over next 3 years	None	Most	Some

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	18%	0%	45%	37%
Inexperienced	67%	0%	33%	0%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 14.38 - 14.38	\$ 14.38
Experienced/New to Firm	\$ 14.38 - 50.00	\$ 23.91
3 + Years Experience with firm	\$ 16.78 - 80.00	\$ 29.07

Almost All employers report 40 hour work weeks.

Almost All employers provide promotional opportunities.

BENEFITS

	FT
Medical Insurance & Paid Vacation	All
Dental Insurance, Paid Sick Leave & Retirement Plan	Almost All
Life Insurance	Most
Vision Insurance	Many
Child Care	None

UNDERWRITERS
OES CODE:211020
9 FIRMS RESPONDING

DESCRIPTION

Underwriters review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: interpret policy coverage, pay attention to detail and think logically, read and follow instructions and work independently

Skills In: word processing, database, spreadsheet, oral communication and customer service

EDUCATION OF MOST RECENT HIRES

- | | |
|--------------------------------|------|
| 1.. High School or Equivalent | Most |
| 2. Some College, but no degree | Some |

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	0%	67%	33%
Training as a Substitute for Work Experience	11%	56%	22%	11%

RECRUITMENT METHODS

Newspaper Ads	Most
Private Employment Agencies, Employee Referrals and In-House Promotions or Transfers	Many
Other	Few
Unsolicited, Public School or Program Referrals, Private School Referrals, EDD and Union Hall Referrals	None

VACANCIES FILLED OVER LAST 12 MONTHS

New Positions (Growth)	Most
Employees Leaving	Some
Promotions	Few
Temporary	None

Employers report a total of 16 new positions this past year.

EMPLOYMENT TRENDS

**ALAMEDA COUNTY
OCCUPATIONAL FORECAST 1994-2001**

Size:	Small (1994 emp. 330)
Growth Rating:	Slower Than Average (3.0%)
Job Openings:	10
Average growth for all occupations in Alameda County:	12.3%

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	None	Many	Many
Employment level over next 3 years	None	Many	Many

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	11%	11%	56%	22%
Inexperienced	44%	0%	44%	12%

WAGES/BENEFITS

WAGES

	Range	Median
Entry Level/No Experience	\$ 10.96 - 13.43	\$ 12.36
Experienced/New to Firm	\$ 10.23 - 21.31	\$ 15.34
3 + Years Experience with firm	\$ 13.30 - 32.88	\$ 20.59

Almost All employers report an average 39 hour work week.

Many employers provide promotional opportunities.

BENEFITS

	FT
Medical Insurance	All
Paid Sick Leave & Vacation	Almost All
Dental & Life Insurance and Retirement Plan	Most
Vision Insurance	Many
Child Care	None

WAITERS AND WAITRESSES

OES CODE: 650080

16 FIRMS RESPONDING

DESCRIPTION

Waiters and Waitresses serve food and /or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. This occupation does not include workers who only work at counters.

EMPLOYER ASSESSMENTS

JOB QUALIFICATIONS

Ability To: work nights, weekends and holidays, work under pressure and follow oral instructions

Skills In: interpersonal relations, public contact, grooming, oral communication and point of sale computer systems

EDUCATION OF MOST RECENT HIRES

1. High School or Equivalent	Some
2. Some College, but no degree	Most
3. Bachelor (4 Year) degree	Few

EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work Experience Required	0%	31%	25%	44%
Training as a Substitute for Work Experience	25%	56%	19%	0%

RECRUITMENT METHODS

Employee Referrals & Newspaper Ads	Almost All
In-House Promotions or Transfers	Many
Unsolicited, EDD, Private Employment Agencies, Public Schools or Program Referrals, Private School Referrals and Other	Few

VACANCIES FILLED OVER LAST 12 MONTHS

Temporary	Most
Employees Leaving and New Positions (Growth)	Few
Promotions	None

Employers report a total of 458 new positions this past year.

EMPLOYMENT TRENDS

ALAMEDA COUNTY OCCUPATIONAL FORECAST 1994-2001

Size:	Very Large (1994 emp. 8360)
Growth Rating:	Much Faster Than Average (21.2%)
Job Openings:	1770
Average growth for all occupations in Alameda County: 12.3%	

EMPLOYERS' FORECAST

	Decline	Remain Stable	Grow
Employment level during last year	None	Some	Most
Employment level over next 3 years	None	Few	Almost All

SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	Not	A Little	Somewhat	Very
Experienced	13%	25%	44%	19%
Inexperienced	62%	8%	23%	7%

WAGES/BENEFITS

TOTAL COMPENSATION FROM WAGES & TIPS

	Range	Median
Entry Level/No Experience	\$ 5.50 - 38.48	\$ 10.15
Experienced/New to Firm	\$ 6.00 - 38.48	\$ 12.43
3 + Years Experience with firm	\$ 7.01 - 38.48	\$ 13.07

*A substantial portion of wages are from tips.

Many employers report 40 hour work weeks . Almost all have part-time positions averaging 22 hours per week.

Almost All employers report promotional opportunities.

BENEFITS

	FT	PT
Medical Insurance	All	None
Dental Insurance	Almost All	None
Life Ins. , Paid Vacation, Vision Ins. & Paid Sick Leave	Many	None
Retirement Plan	Some	None
Child Care	Few	None

THE CCOIS QUESTIONNAIRE



Please return completed questionnaire to:

Oakland Private Industry Council, Inc.

362 22nd St. -Attn: Toni M. McElroy

Oakland CA 94612 3025

Phone: (510) 208-7363

Fax: (510) 839-3766

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME: _____

POSITION: _____

PHONE: _____

FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **Alameda County**. Please call the number above if you have questions.

CARPENTERS

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters.

1. What job title(s) do **you** use for these duties _____ 005

2. How many employees do you **currently** have in this occupation? _____ 010

--	--	--	--

010

How many of these fall within each of the following categories, and how many hours **per week** do they work, on average?

NUMBER OF EMPLOYEES

AVERAGE WEEKLY HOURS

Regular, Full Time:

Regular, Part Time:

Temporary Or On-Call:

Seasonal:

590

650

630

610

591

651

631

611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?

vacancies resulting from people in permanent positions leaving your firm?

new permanent positions resulting from growth?

temporary or seasonal positions?

031

032

030

033

4. Of the employees you currently have in this occupation, how many are: MALE? _____ 060 FEMALE? _____ 061

--	--	--	--

060

--	--	--	--

061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3

REMAIN STABLE ☐ 480 2

GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3

REMAIN STABLE ☐ 740 2

GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4

SOMETIMES ☐ 390 3

USUALLY ☐ 390 2

ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) 414

(Months of Experience) 416

(Job title) 415

(Months of Experience) 417

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed) 153 _____ 156
(Months of Training)

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL	<input type="checkbox"/>	140	ASSOCIATE (2 YEAR) DEGREE	<input type="checkbox"/>	142
HIGH SCHOOL OR EQUIVALENT	<input type="checkbox"/>	141	BACHELOR (4 YEAR) DEGREE	<input type="checkbox"/>	144
SOME COLLEGE, BUT NO DEGREE	<input type="checkbox"/>	157	GRADUATE STUDY	<input type="checkbox"/>	158

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:	OBSOLETE SKILLS:
_____ 460	_____ 462
_____ 461	_____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY				TIPS OR COMMISSIONS			
New Hires With No Experience (Trained or Untrained):	\$		550		\$		553	
New Hires Who Are Experienced:	\$		551		\$		554	
Experienced Employees After Three Years With Your Firm:	\$		552		\$		555	
Per: (Please Check One)								
	HOURLY	<input type="checkbox"/> 556 H	WEEKLY	<input type="checkbox"/> 556 W	HOURLY	<input type="checkbox"/> 557 H	WEEKLY	<input type="checkbox"/> 557 W
	MONTH	<input type="checkbox"/> 556 M	YEAR	<input type="checkbox"/> 556 A	MONTH	<input type="checkbox"/> 557 M	YEAR	<input type="checkbox"/> 557 A
Other (Please specify)			<input type="checkbox"/> 556 O		Other			<input type="checkbox"/> 557 O

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

YES ☐ 589 1 NO ☐ 589 2

If yes, please specify: (Please Check All That Apply)

FULL-TIME		PART-TIME		FULL-TIME		PART-TIME	
MEDICAL INSURANCE	<input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE	<input type="checkbox"/> 571	<input type="checkbox"/> 581		
DENTAL INSURANCE	<input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION	<input type="checkbox"/> 570	<input type="checkbox"/> 580		
VISION INSURANCE	<input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN	<input type="checkbox"/> 572	<input type="checkbox"/> 582		
LIFE INSURANCE	<input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE	<input type="checkbox"/> 577	<input type="checkbox"/> 587		
Other (Please Specify):	_____ 578				_____ 588		

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 514 1 NO ☐ 514 2

If yes, please specify: _____ 510

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use? (Check all that apply)

EMPLOYEES' REFERRALS	<input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS	<input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS	<input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS	<input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES	<input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT.	<input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS	<input type="checkbox"/> 379	UNION HALL REFERRALS	<input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER	<input type="checkbox"/> 370	Other (Please specify): _____	<input type="checkbox"/> 380

THANK YOU FOR YOUR COOPERATION !

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2

THE CCOIS USER SURVEY

Dear Information User:

The local efforts which produce this **Occupational Outlook Report** from the California Cooperative Occupational Information System (CCOIS) are supported financially by state and local agencies and employers. Your response to the following questions will help us to ensure our customers are satisfied with our products. Simply fold the postage-paid form in thirds, tape the top, and drop in a mailbox.

Please enter the report issue year on the line next to the Occupational Outlook Report you are evaluating:

<u>Year</u>	<u>Year</u>	<u>Year</u>	<u>Year</u>	<u>Year</u>
_____ Alameda	_____ Kings	_____ Napa	_____ San Diego	_____ Santa Cruz
_____ Butte	_____ Los Angeles	_____ North Central	_____ San Francisco	_____ Shasta
_____ Contra Costa	_____ Madera	_____ No. California Counties	_____ San Joaquin	_____ Solano
_____ Fresno	_____ Marin	_____ Orange	_____ San Luis Obispo	_____ Sonoma
_____ Golden Sierra	_____ Mendocino	_____ Riverside	_____ San Mateo	_____ Stanislaus
_____ Humboldt	_____ Merced	_____ Sacramento/Yolo	_____ Santa Barbara	_____ Tulare
_____ Imperial	_____ Monterey	_____ San Benito	_____ Santa Clara (NOVA)	_____ Ventura
_____ Kern/Inyo/Mono	_____ Mother Lode	_____ San Bernardino		

Please rank from 1-3 (1 being the highest) how your organization uses CCOIS information:

_____ Career Counseling	_____ Research Tool
_____ Classroom Training/Course Program/Planning	_____ Business Location/Expansion
_____ Compensation Decision	_____ Economic Development
_____ JTPA/GAIN/Rehab/etc., Plan/Requirement	_____ Other (specify) _____
_____ Placement	

Please rank from 1-3 (1 being the highest) the part(s) of the OOR(s) you use the most:

___Wages and Benefits ___Trends/Projections ___Training, educational requirements, experience ___Supply/Demand
___Employment Industries ___Skill Importance ___Other (specify) _____

Please tell us, using specifics, what the value of our information is to you and/or your organization (e.g. cost savings; number of surveys avoided; number of training programs added, modified, or deleted; number using the information; etc.):

What are your unmet needs?

What type of organization best describes your organization (*SELECT ONE*):

School	Private Business (other than Schools)	Government/Non-Profit (other than Schools)
<input type="checkbox"/> High School	<input type="checkbox"/> Vocational Rehabilitation Agency	<input type="checkbox"/> Chamber of Commerce
<input type="checkbox"/> Community College	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Public Rehabilitation Agency
<input type="checkbox"/> College/University	<input type="checkbox"/> Other Private Business (specify) _____	<input type="checkbox"/> Welfare/GAIN
<input type="checkbox"/> Adult Vocational Education (other than Community College)		<input type="checkbox"/> Other Government/Non-Profit (specify) _____
<input type="checkbox"/> Other School (specify) _____		

Do you wish to continue receiving this report? ☐ Yes ☐ No, please remove my name from the mailing list.

Your Name _____ Organization Name _____
Mailing Address _____
City/State/Zip _____ Telephone Number () _____

Thank you.

**OCCUPATIONS
SURVEYED SINCE
1992**

OCCUPATIONS SURVEYED SINCE 1992

Sorted by Year and Occupation Name

<u>Year</u>	<u>Occupation</u>
1992	AIRCRAFT ENGINE SPECIALISTS
1992	AIRCRAFT MECHANICS
1992	BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALTH
1992	BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS
1992	CHEMICAL TECHNICIANS AND TECHNOLOGISTS - EXCEPT MEDICAL AND CLINICAL
1992	ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS
1992	FIREFIGHTERS
1992	HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS
1992	LEGAL SECRETARIES
1992	MACHINISTS
1992	MEDICAL AND CLINICAL LABORATORY ASSISTANTS
1992	NURSE AIDES
1992	PARALEGAL PERSONNEL
1992	PLUMBERS, PIPEFITTERS, AND STEAMFITTERS
1992	RECEPTIONISTS AND INFORMATION CLERKS
1992	SHEET METAL WORKERS
1992	SURGICAL TECHNICIANS
1993	BILL AND ACCOUNT COLLECTORS
1993	BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS
1993	CARPENTERS
1993	CASHIERS
1993	COMPUTER OPERATORS
1993	COMPUTER PROGRAMMERS, INCLUDING AIDES
1993	DATA PROCESSING EQUIPMENT REPAIRERS
1993	FOOD PREPARATION WORKERS
1993	FOOD SERVICE MANAGERS
1993	GUARDS AND WATCHGUARDS
1993	HOME HEALTH CARE WORKERS
1993	INSTRUCTIONAL AIDES
1993	LICENSED VOCATIONAL NURSES
1993	LOGGING MANAGERS
1993	MEDICAL ASSISTANTS
1993	NUMERICAL-CONTROL MACHINE-TOOL OPERATORS AND TENDERS-METAL AND PLASTIC
1993	PHYSICAL THERAPY AIDES
1993	PHYSICAL THERAPY ASSISTANTS
1993	RADIOLOGIC TECHNOLOGISTS, DIAGNOSTIC
1993	SECRETARIES, GENERAL
1993	STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD
1993	TRAFFIC, SHIPPING, AND RECEIVING CLERKS
1993	TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER
1993	TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

1994	AUTOMOTIVE BODY AND RELATED REPAIRERS
1994	AUTOMOTIVE MECHANICS
1994	BAKERS - BREAD AND PASTRY
1994	DENTAL ASSISTANTS
1994	DRAFTERS
1994	ELECTRICIANS
1994	ELECTRONIC HOME ENTERTAINMENT EQUIPMENT REPAIRERS
1994	EMERGENCY MEDICAL TECHNICIANS - I
1994	EMERGENCY MEDICAL TECHNICIANS - PARAMEDIC
1994	HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS
1994	HUMAN SERVICE WORKERS
1994	LOAN AND CREDIT CLERKS
1994	MAINTENANCE REPAIRERS - GENERAL UTILITY
1994	MEDICAL SECRETARIES
1994	OFFSET LITHOGRAPHIC PRESS SETTERS AND SET-UP OPERATORS
1994	PERSONNEL CLERKS - EXCEPT PAYROLL AND TIMEKEEPING
1994	PHYSICAL THERAPISTS
1994	REGISTERED NURSES
1994	TELLERS
1995	ACCOUNTANTS AND AUDITORS
1995	ASSEMBLERS - ELECTRICAL AND ELECTRONIC EQUIPMENT - PRECISION
1995	BIOLOGICAL SCIENTISTS
1995	COMMUNICATIONS, TRANSPORTATION, AND UTILITIES OPERATIONS MANAGERS
1995	COMPUTER ENGINEERS
1995	CONCRETE AND TERRAZO FINISHERS
1995	DATA ENTRY KEYERS - EXCEPT COMPOSING
1995	GENERAL OFFICE CLERKS
1995	INDUSTRIAL ENGINEERS - EXCEPT SAFETY
1995	JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS
1995	MACHINISTS
1995	MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS
1995	NURSE AIDES
1995	PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE
1995	RECREATION WORKERS
1995	SALES REPRESENTATIVES - EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL
1995	SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC
1995	TEACHERS - SECONDARY SCHOOL
1995	TYPISTS, INCLUDING WORD PROCESSING
1995	VOCATIONAL AND EDUCATIONAL COUNSELORS
1996	ADMINISTRATIVE SERVICES MANAGERS
1996	COUNTER AND RELATED CLERKS
1996	CREDIT CHECKERS
1996	EMPLOYMENT INTERVIEWERS - PRIVATE OR PUBLIC EMPLOYMENT SERVICES
1996	FINANCIAL MANAGERS
1996	FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS - PRODUCTION AND OPERATING WORKERS
1996	FLORAL DESIGNERS
1996	GARDENERS, GROUNDSKEEPERS, EXCEPT FARM

1996	GUARDS AND WATCHGUARDS
1996	HAZARDOUS-WASTE MANAGEMENT SPECIALISTS
1996	MOBILE HEAVY EQUIPMENT MECHANICS
1996	MOTORCYCLE REPAIRERS
1996	ORDER CLERKS - MATERIALS, MERCHANDISE, AND SERVICE
1996	PEST CONTROLLERS AND ASSISTANTS
1996	PHARMACY ASSISTANTS
1996	PHOTOGRAPHERS
1996	PLASTIC MOULDING AND CASTING MACHINE OPERATORS AND TENDERS
1996	SURGICAL TECHNICIANS
1996	TAXI DRIVERS AND CHAUFFEURS
1996	TRAVEL AGENTS
1996	VETERINARY TECHNICIANS AND TECHNOLOGISTS

LIST OF TRAINING PROVIDERS

LIST OF TRAINING PROVIDERS

Sorted by Occupation Name

*this list is not all inclusive

<u>Occupation</u>	<u>Training Provider</u>	<u>Phone Number</u>
AUTOMECHANICS	CHABOT COLLEGE	510-786-6600
	LAS POSITAS COLLEGE	510-373-5800
	AMERICAN VIET LEAGUE	510-834-7971
	TRI-VALLEY ROP	510-455-4800
	EDEN AREA ROP	510-293-2900
	MISSION VALLEY ROC/P	510-657-1865
	OAKLAND-ALAMEDA ROP	510-879-8474
CARPENTERS	LANEY COLLEGE	510-466-7368
	CONSTRUCTION CRAFT TRAINING CENTER	510-785-2282
	MISSION VALLEY ROC/P	510-657-1865
	OAKLAND-ALAMEDA ROP	510-879-8474
CONSTRUCTION MANAGERS	CHABOT COLLEGE	510-786-6600
	TURNKEY CONSTRUCTION MANAGEMENT	510-537-2338
	CONTRACTORS STATE LICENSE SCHOOLS	510-562-8232
	EDEN AREA ROP	800-427-4855
		510-293-2900
ELECTRICIANS	CONSTRUCTION CRAFT TRAINING CENTER	510-785-2282
	OAKLAND-ALAMEDA ROP	510-879-8474
FILM EDITORS	LANEY COLLEGE	510-466-7368
	PIEDMONT CITY UNIFIED SCHOOL DISTRICT	510-420-3655
	TRI-VALLEY ROP	510-455-4800
	MISSION VALLEY ROC/P	510-657-1865
	OAKLAND-ALAMEDA ROP	510-879-8474
FOOD SERVICE MANAGERS	SPECTRUM COMMUNITY SERVICES INC.	510-881-0300
	SANTA BARBARA BUSINESS COLLEGE, FREMONT BRANCH	510-793-4342
HOME HEALTH CARE WORKERS	MERRITT COLLEGE	510-531-4911
	NIGHTINGALE NURSING	510-635-4222
	NCP VOCATIONAL SCHOOL	510-792-0799
	ST. LUKE'S SUBACUTE HOSPITAL AND NURSING CENTER	510-357-5351
	WE CARE SCHOOL OF NURSING ASSISTANTS	510-471-2291
	OAKLAND UNIFIED SCHOOL DIST. ADULT EDUCATION DEPT.	510-879-8146

HOME HEALTH CARE WORKERS (CONT.)	TRI-VALLEY ROP	510-455-4800
	EDEN AREA ROP	510-293-2900
	MISSION VALLEY ROC/P	510-657-1865
LOAN OFFICERS AND COUNSELORS	LANEY COLLEGE	510-466-7368
	BERKELEY ADULT SCHOOL	510-644-6130
LOCAL AREA NETWORK MANAGERS	CALIFORNIA STATE UNIVERSITY, HAYWARD	510-885-3000
	CHABOT COLLEGE	510-786-6600
	LANEY COLLEGE	510-466-7368
	VALLECITOS CET INC.	510-537-8400
	PROJECT JOY(JOB OPPORTUNITIES FOR YOUTH)	510-569-8088
	HEALD INSITUTE OF TECHNOLOGY	510-783-2100
	INTER-CITY SERVICES INC.	510-655-3552
	LAS POSITAS COLLEGE	510-373-5800
	TURNKEY CONSTRUCTION MANAGEMENT	510-537-2338
	AMERICAN VIET LEAGUE	510-834-7971
	VALLECITOS CET INC.	510-547-8550
	UNIVERSITY OF PHOENIX	510-847-7640
	NORTHERN	408-435-8500
	BUSINESS EDUCATION TECHNOLOGIES	510-986-6710
	UNIVERSITY OF CALIFORNIA EXTENSION, BERKELEY	510-642-4111
	HAYWARD ADULT EDUCATION	510-293-8595
	PIEDMONT CITY UNIFIED SCHOOL DIST.	510-420-3655
	TRI-VALLEY ROP	510-455-4800
	MISSION VALLEY ROC/P	510-657-1865
	UNIVERSITY OF CALIFORNIA, BERKELEY	510-642-6000
MAIDS AND HOUSEKEEPING CLEANERS	VALLECITOS CET INC.	510-537-8400
	OAKLAND UNIFIED SCHOOL DIST.	510-879-8146
	ADULT EDUCATION DEPT.	
MANAGEMENT ANALYSTS	CALIFORNIA STATE UNIVERSITY, HAYWARD	510-885-3000
	CHABOT COLLEGE	510-786-6600
	LANEY COLLEGE	510-466-7368
	HEALD BUSINESS COLLEGE	510-444-0201
	HOLY NAMES COLLEGE	510-436-1131
	VISTA COMMUNITY COLLEGE	510-841-8431
	SANTA BARBAR BUSINESS COLLEGE, FREMONT BRANCH	510-793-4342
	LAS POSITAS COLLEGE	510-373-5800
	UNIVERSITY OF PHOENIX	510-847-7640
	NORTHERN	408-435-8500
	UNIVERSITY OF CALIFORNIA EXTENSION, BERKELEY	510-642-4111
	OAKLAND-ALAMEDA ROP	510-879-8474

OCCUPATIONAL THERAPISTS	SAMUEL MERRITT COLLEGE	510-869-6511
PAYROLL AND TIMEKEEPING CLERKS	CHABOT COLLEGE	510-786-6600
	SPECTRUM COMMUNITY SERVICES INC.	510-881-0300
	SANTA BARBARA BUSINESS COLLEGE, FREMONT BRANCH	510-793-4342
	LAS POSITAS COLLEGE	510-373-5800
	ALAMEDA COMPUTER CENTER	510-865-9985
	AMERICAN VIET LEAGUE	510-834-7971
	HAYWARD ADULT EDUCATION	510-293-8595
	NEWARK UNIFIED SCHOOL DIST.	510-794-2039
	PIEDMONT CITY UNIFIED SCHOOL DIST.	510-420-3655
	MISSION VALLEY ROC/P	510-657-1865
	OAKLAND-ALAMEDA ROP	510-879-8474
PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS	CALIFORNIA STATE UNIVERSITY, HAYWARD	510-885-3000
	CHABOT COLLEGE	510-786-6600
	LANEY COLLEGE	510-466-7368
	ANTHONY SCHOOLS OF NORTHERN CALIFORNIA	510-416-1940
	CALIFORNIA SCHOOL OF REAL ESTATE	510-568-6460
	CONTRACTORS LICENSE COURSES OF CALIFORNIA	510-652-3113
	CENTURY 21 REAL ESTATE OF NORTHERN CALIFORNIA	510-796-2100
	CENTURY 21 REAL ESTATE OF NORTHERN CALIFORNIA	510-888-3333
	CENTURY 21 REAL ESTATE OF NORTHERN CALIFORNIA	510-796-3300
	CENTURY 21 REAL ESTATE OF NORTHERN CALIFORNIA	510-530-9494
	CENTURY 21 REAL ESTATE OF NORTHERN CALIFORNIA	510-490-8333
	CENTURY 21 OF THE WEST INC.	510-846-3292
	CENTURY 21 OF THE WEST INC.	510-276-2020
	CENTURY 21 OF THE WEST INC.	510-487-3040
	CENTURY 21 OF THE WEST INC.	510-932-6161
	CENTURY 21 OF THE WEST INC.	510-582-6474
	MASON McDUFFIE SCHOOL OF REAL ESTATE	510-279-0560 EXT.223
SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC	CALIFORNIA STATE UNIVERSITY, HAYWARD	510-885-3000
	VISTA COMMUNITY COLLEGE	510-841-8431
	CALIFORNIA INSTITUTE FOR CLINICAL SOCIAL WORK	510-528-8422
	UNIVERSITY OF CALIFORNIA, BERKELEY	510-642-6000

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING	CHABOT COLLEGE	510-786-6600
	LANEY COLLEGE	510-466-7368
	VALLECITOS CET INC.	510-537-8400
	PROJECT JOY (JOB OPPORTUNITIES FOR YOUTH)	510-569-8088
	HEALD INSTITUTE OF TECHNOLOGY	510-783-2100
	INTER-CITY SERVICES INC.	510-655-3552
	LAS POSITAS COLLEGE	510-373-5800
	TURNKEY CONSTRUCTION MANAGEMENT	510-537-2338
	AMERICAN VIET LEAGUE	510-834-7971
	VALLECITOS CET INC.	510-547-8550
	UNIVERSITY OF CALIFORNIA	510-642-4111
	EXTENSION, BERKELEY	510-293-8595
	HAYWARD ADULT EDUCATION	
	PIEDMONT CITY UNIFIED SCHOOL DIST.	510-420-3655
	TRI-VALLEY ROP	510-455-4800
	MISSION VALLEY ROC/P	510-657-1865
	UNIVERSITY OF CALIFORNIA, BERKELEY	510-642-6000

For information on other occupations in Alameda County, please call the Oakland Private Industry Council at 510-891-9393.